

February 1, 2004

To Whom It May Concern:

We would like to schedule a speaker to visit with your organization about the Lincoln Commission of Human Rights (LCHR).

LCHR is the City's equal opportunity/civil rights agency charged with the mission of eliminating and preventing all forms of illegal discrimination in employment, housing, and public accommodation. The other part of our mission is to assure and foster equal opportunity for all citizens of the City, thus, we provide community education and technical assistance in order for people to know and understand their rights and responsibilities under the law. All of our services are free of charge.

We would like to inform the Lincoln community of LCHR's program, its benefits, and the ongoing need for education in the civil rights arena. Please complete the enclosed **SPEAKER REQUEST FORM** and return it in the envelope provided to schedule a presentation about LCHR. Please call me at 441-8691 with any questions. We look forward to having you hear about our program.

Sincerely,

Larry Williams, EOO

LW:sm

Enclosure

**Lincoln Commission on Human Rights
Speaker's Bureau Request Form**

Organization Name: _____

Contact Person: _____

Phone: _____ **E-Mail:** _____

Number of members/participants in organization: _____

Possible Dates: _____ **Times:** _____

Length of presentation: _____

Please give a general description of the people in the organization.

What is the mission/or goal of the group?

**Fax To:
(402) 441-6937**

**Mail To:
Lincoln Commission on Human Rights
440 S. 8th Street, Suite 101
Lincoln, NE 68508**